

State of Alaska FY2003 Governor's Operating Budget

Office of the Governor

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Department Mission

Ensure that state government is responsive to the needs of the citizens of Alaska, and that compelling needs within the state are recognized and addressed appropriately by providing support to the Governor and Lieutenant Governor in the policy issues and management of the Executive Branch of state government.

Department Goals and Strategies

The overall goals and strategies of the Knowles/Ulmer administration are outlined in the Governor's Priorities section of the Executive Budget Summary.

This departmental summary focuses on the agencies which are administratively located in the Governor's Office. Each agency's goals are listed below. For strategies to implement these goals, see the agency's detail budget.

ALASKA STATE COMMISSION FOR HUMAN RIGHTS

- Enforce the Human Rights Law to prevent and eliminate discrimination through impartial investigation of complaints, conciliation, administrative hearings, public education, and community outreach.

TRIBAL AFFAIRS

- Improve communication and cooperation between tribal and state governments.
- Improve public understanding of, and appreciation for, the importance of tribal-state relations.

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

- Ensure executive branch compliance with federal and state laws relating to equal employment opportunity and affirmative action.
- Increase awareness of fair employment practices in the executive branch of Alaska state government by reaching out to key constituencies, including minority and women's groups, community organizations and state agencies.

OFFICE OF MANAGEMENT AND BUDGET

- Work toward a long-term plan to balance the budget.
- Improve public understanding of the state budget.
- Continue to make the state budget process more effective and efficient.

DIVISION OF GOVERNMENTAL COORDINATION

- Streamline and coordinate permit reviews for development projects.
- Upgrade community-based coastal planning and development programs with Coastal Policy Council (CPC) oversight.
- Provide liaison to federal land and resource agencies to ensure that state interests are protected in federal decision making under the Coastal Management Program, the Alaska National Interest Lands Conservation Act, National Forest management, federal oil and gas development, and other federal programs.
- Improve technical expertise to address emerging coastal issues.

DIVISION OF ELECTIONS

- Increase the efficiency, security, and convenience of the electoral process.
- Improve accuracy of the voter registration list.
- Plan and prepare for the 2002 Primary and General elections.
- Encourage higher voter participation.

Key Department Issues for FY2002 – 2003

ALASKA STATE COMMISSION FOR HUMAN RIGHTS

- During fiscal year 2001, over 4000 Alaskans contacted the agency to inquire about their rights and responsibilities. In recent years an increased demand for services and corresponding rise in complaint inventory caused delays in processing cases. In response the Commission revised its procedures and regulations, and with the assistance of the Governor and Legislature, secured additional resources. These efforts resulted in the elimination of the agency's backlog. The Commission continues to direct its resources to reducing the time to complete investigations and present cases at public hearing.
- The public's demand for information on preventing and eliminating discrimination is on the rise. Business and community groups seek assistance from the agency to better educate those they work with as well as those they serve. The Commission plans to seek the resources needed to meet this demand.

TRIBAL AFFAIRS

- Successful tribal-state relations will require strong efforts by all branches of government and will lead to improved services and benefits for all Alaskans.
- It will be essential to increase educational opportunities for all state employees regarding cross-cultural matters, tribal governments, and mechanisms for improving communication and cooperation between tribal and state governments. This will help improve tribal-state relations, and assist individual departments in developing policies and practices that fully implement the spirit and letter of the Millennium Agreement.

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

- Select software and complete statewide Affirmative Action Plan.
- Complete software repairs on the Equal Employment Opportunity Reporting System (EEORS).
- Devise guidelines to assist departments in preparing their Affirmative Action Plans.

OFFICE OF MANAGEMENT AND BUDGET

- Regardless of the price of oil, the state needs a long-range fiscal plan which balances the budget while maintaining stability for the Alaska economy and reliable services for Alaskans.
- The growing backlogs of school construction and deferred maintenance for schools and state facilities must be addressed with a plan that provides long-term financing.
- Performance measures need to be integrated with trend indicator data available in departments to facilitate results-based budgeting.
- Improved security measures, public health capacity, and emergency communications will require significant public investments to ensure that Alaska is well-prepared for threatened or actual terrorism incidents.

DIVISION OF GOVERNMENTAL COORDINATION

- Congress appropriated \$150M for Coastal Impact Assistance to oil producing states. Alaska's portion is \$12.2M (by law, 35% will be distributed directly to boroughs and coastal resource service areas). DGC will propose language in the FY2002 supplemental bill to convert the entire appropriation from an operating budget item to a capital project.
- Project consistency review regulations were promulgated in 1984 and, with minor exceptions, have remained substantially unchanged since that time. Although forward thinking for their time, they could not anticipate the array of project review issues that have emerged over the past 17 years. Revisions are under development that will address a number of issues detailed in the component summary.
- Like the current consistency review regulations, over half of the more than 30 coastal district plans are outdated. These coastal plans do not provide districts with adequate tools for managing the coastal issues of today. District program regulations, which govern plan development and approval, were revised and streamlined in early FY2000. In FY2002 federal dollars were provided to eight districts for update of their coastal district plans. In FY2003 another eight will be funded for update.
- Criteria used during consistency reviews to evaluate projects proposed within Alaska's coastal zone were promulgated in 1978. Project applicants and state resource agencies have asked the Coastal Policy Council to review and propose amendments to these criteria addressing air, land, and water quality, and geophysical hazards. As state agencies and coastal districts have increased demand and application of Geographic Information Systems (GIS), DGC is using federal dollars to develop GIS protocols and improve DGC's database, web site, and GIS capabilities.
- DGC has participated in the Alaska Clean Water Actions (ACWA) partnership with the state resource agencies to unite public and private efforts to protect and restore Alaska's water resources and aquatic habitat.

DIVISION OF ELECTIONS

- The division is faced with the ongoing difficulty of managing and maintaining our voter registration system (VREMS). To ensure that the 16-year-old system will be able to handle the 2001 reapportionment of voters, the processing of initiative petition signatures, increasing voter registration demands and election preparations, the division has

contracted out the task of programming and maintaining VREMS. The division will research available election management software this fiscal year to determine feasibility of replacing the 16-year-old system.

- The recruitment of election workers becomes more difficult each year. During the primary and general elections, an estimated 2,500 workers will be hired. The level of compensation, the need to take time off work to be trained and to serve, and the nature of the tasks make voters less willing to serve. When election workers cannot be found, the division must close the polling place and provide an absentee voting official in the community. The division is seeking legislative approval to give election workers a \$2.00 per hour raise, the first in 20 years.
- The number of absentee and questioned ballots continues to increase dramatically. In order to manage the increase, the division received statutory authority to change the schedule for counting ballots, increased the number of public members on the review boards, and revised procedures to make the process more efficient. The division requests funding to increase the number of temporary employees and election workers to process these ballots.
- The division will be verifying signatures on potentially 6 initiative petitions for possible placement on the 2002 general ballot.

Major Department Accomplishments in 2001

ALASKA STATE COMMISSION FOR HUMAN RIGHTS:

- The Commission continues to reduce the time required to process a complaint of discrimination.
- Eighty-five percent of those who take advantage of the Commission's mediation program settle. Those who participate without reaching resolution still evaluate the program positively.
- Conducted a fair housing education and outreach program across Alaska with the funds from the U. S. Department of Housing and Urban Development (HUD).

TRIBAL AFFAIRS

- Helped negotiate the Millennium Agreement signed in April by the governor and more than 70 tribes, which provides a framework for establishing government to government relationships between the state and the federally-recognized tribes in Alaska.
- Coordinated initial phases of implementation of the Millennium Agreement throughout the executive branch and with the signatory tribes.

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

- Improved quality of quarterly workforce reports by working with departments to correct job code problems with EEORS data; began process of software repairs on EEORS; selected contractor to prepare statistical analysis for statewide Affirmative Action Plan.
- Maintained outreach to employees and community groups through many events around the state. Through collaboration with federal and local agencies, our office increased the number and quality of our presentations.

OFFICE OF MANAGEMENT AND BUDGET:

- Improved and reorganized the use of performance measures in department budgets and key indicators in major interdepartmental program areas.
- Helped organize the Governor's Terrorism Disaster Policy Cabinet to assess the security needs of state government and the people of Alaska, following the terrorist events of September 11.
- Helped coordinate the response of the Governor's Disaster Policy Cabinet to the salmon fisheries economic disaster in western Alaska in the summer of 2001.
- Developed a legislative proposal to eliminate a large portion of the deferred maintenance backlog for state facilities using certificates of participation.
- Worked with the legislative Fiscal Policy Caucus on efforts to increase public understanding of the need for a long-range fiscal plan for Alaska, including the development of fiscal and economic information for the series of town meetings held across Alaska in 2001.
- Helped develop initiatives and budget proposals for the Governor in the areas of alcohol treatment, oil and gas protection, and services for children.
- Improved public information on the cost of legislation by implementing electronic fiscal notes and making them available over the Internet on the Legislature's bill status system.
- Made substantial improvements to the computerized Alaska Budget System, both in functionality and user documentation.
- Notified recipients of all state financial assistance about audit requirements before the due date and worked with granting agencies to resolve audit findings within the required timeframe.

DIVISION OF GOVERNMENTAL COORDINATION:

- Coordinated approximately 372 multi-permit coastal project reviews in FY2001.
- Secured \$2,520,000 in federal funds for FY2002 coastal management
- Provided assistance to eight coastal communities working on updating their coastal district plans.
- Provided state response to all Outer Continental Shelf Lands Act and Alaska National Interest Lands Conservation Act Conservation System Unit activities.
- Continued to upgrade Internet access to the Alaska Coastal Management Program and permitting review information. Digitized coastal district boundaries and have made the data and metadata available online.
- Continued work with the Alaska Coastal Management Program Working Group and the Department of Law to develop draft 6 AAC 50 regulations to present to the resource agencies and coastal districts for further refinement before presentation to the Coastal Policy Council.
- Completed the revision to the ACMP Enhancement Grants Program Assessment and Strategy, which outlines projects to accomplish improvements to the ACMP and enables the ACMP to receive about \$2,500,000 in federal non-match dollars during FY02-06.
- Completed *Guidebook 6. Implementation. Putting a District Coastal Management Program to Work*. This sixth guidebook in a series of six provides step-by-step guidance to coastal district on topics ranging from how to set up and manage your coastal management office to how to effectively comment on project reviews.
- Submitted Alaska's Coastal Clean Water Plan, pursuant to Sec. 6217 of the Coastal Zone Management Act, to NOAA and EPA for federal approval.

DIVISION OF ELECTIONS

- The division successfully conducted two large consolidation elections in 2001: the Ketchikan consolidation in July and the Fairbanks consolidation in August. Both elections were conducted by mail.
- The mainframe based voter registration and election management system (VREMS) was tested, thoroughly reviewed, and updated to prepare for reapportionment duties.
- The division successfully conducted and certified 19 REAA elections, four CRSA elections, and four special elections.
- GIS mapping software was purchased and tested for use in working with the Redistricting Board's files.
- The division conducted the third annual list maintenance effort since passage of the National Voter Registration Act in 1995. List maintenance allows the division to remove voters from our master active registration list. As a result of the effort, over 33,000 voters were moved to inactive status.

Governor's Key Department-wide Performance Measures for FY2003

Measure:

Performance measures in departments' budgets are integrated with trend data available from departments to facilitate the development of performance measures in the future, and the assessment of whether performance has achieved the target levels.

Alaska's Target & Progress:

The Governor's Executive Budget Summary (EBS) for FY1997 included a few key performance measures for each department. One of the FY97 measures was for OMB to design and implement a new statewide budget system. Performance measures are now an integral part of the budget system. Three years ago, the legislature began working on missions and performance measures with departments. At the same time, the executive branch was expanding its use of performance measures as well as targeting their use to program areas where tracking progress, or the lack of it, is vital. To help bring focus to the goals and objectives of the Governor and the legislature, the reporting of performance measures in the Alaska budget system was simplified. The most significant Governor's performance measures are now presented at the department level in budget submissions, all legislative performance measures are presented at the budget request unit level. Performance measures are not repeated at the component level.

Benchmark Comparisons:

Other states vary in the number of key performance measures they track. Several that started with hundreds of measures eventually reduced the number to focus on the most important areas. The State of Alaska has gone through this process as well, and is also simplifying and reorganizing its use of performance measures. The purpose is so

measures of special concern to lawmakers, the public, and agencies can be easily identified and tracked, as well as linked to broader indicators of change in selected program areas.

Background and Strategies:

In FY 2003, the use of performance measures will be taken a step farther, to link the assessment of performance as proposed in the budget to the use of trend indicator data which will help evaluate the degree to which progress has been accomplished. One aspect of this will be integration with the Department of Community and Economic Development's outstanding new online Alaska Economic Information System (currently in prototype development). With these new tools, trend indicator information will be much more easily available to the public and agencies.

Other states have learned that the process develops best when the executive and legislative branches work together to identify areas needing measures, agree on data needs and constraints, set targets for improvement that are aggressive but achievable, and adjust targets if necessary to meet the funding levels which are ultimately appropriated. The Knowles/Ulmer Administration is committed to working with the legislature to continue establishing viable performance measures and using the results to help evaluate budget needs and program effectiveness.

Measure:

DGC will bring affected local coastal districts and state and federal agencies together within 50 days to resolve issues for coastal projects requiring multi-agency permits.

Alaska's Target & Progress:

In FY2001, the average project review time for completed project reviews was 48 days, which is less than the required 50 days under regulation 6 AAC 50.

Background and Strategies:

A coordinated consistency review involves a review of multiple permits and the bringing together of a number of stakeholders to resolve any conflicts and issues. As the coordinator of this process, the Division identifies any systemic bottlenecks and seeks long term solutions that will improve the total time to complete a consistency review.

Department Budget Summary by BRU

All dollars in thousands

	General Funds	FY2001 Federal Funds	Actuals Other Funds	Total Funds	General Funds	FY2002 Federal Funds	Authorized Other Funds	Total Funds	General Funds	FY2003 Federal Funds	Governor Other Funds	Total Funds
Formula Expenditures												
None.												
Non-Formula Expenditures												
Commissions/ Special Offices	1,330.8	162.2	0.0	1,493.0	1,338.4	188.7	0.0	1,527.1	1,514.2	128.7	0.0	1,642.9
Executive Operations	8,685.6	101.3	97.5	8,884.4	10,086.0	110.0	0.0	10,196.0	9,504.9	0.0	14.6	9,519.5
Gov State Facilities Rent	429.5	0.0	0.0	429.5	416.0	0.0	0.0	416.0	453.9	0.0	0.0	453.9
Office of Management & Budget	1,521.7	0.0	230.1	1,751.8	1,761.5	0.0	0.0	1,761.5	1,649.0	0.0	0.0	1,649.0
Governmental Coordination	1,429.4	2,592.4	43.0	4,064.8	1,480.9	3,213.9	0.0	4,694.8	1,588.5	3,474.9	450.1	5,513.5
Elections	3,932.3	0.0	0.0	3,932.3	3,213.8	0.0	0.0	3,213.8	4,662.0	0.0	0.0	4,662.0
Office of International Trade	387.4	0.0	300.0	687.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Totals	17,716.7	2,855.9	670.6	21,243.2	18,296.6	3,512.6	0.0	21,809.2	19,372.5	3,603.6	464.7	23,440.8

Funding Source Summary

All dollars in thousands

Funding Sources	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
1002 Federal Receipts	2,855.9	3,512.6	3,603.6
1003 General Fund Match	1,270.3	1,304.0	1,328.2
1004 General Fund Receipts	16,428.6	16,987.7	18,039.4
1005 General Fund/Program Receipts	17.8	4.9	4.9
1007 Inter-Agency Receipts	107.8		14.6
1053 Investment Loss Trust Fund	237.0		
1061 Capital Improvement Project Receipts			450.1
1108 Statutory Designated Program Receipts	25.8		
1115 International Trade and Business Endowment Income	300.0		
Totals	21,243.2	21,809.2	23,440.8

Position Summary

Funding Sources	FY2002 Authorized	FY2003 Governor
Permanent Full Time	175	186
Permanent Part Time	3	2
Non Permanent	37	55
Totals	215	243

FY2003 Capital Budget Request

Project Title	General Funds	Federal Funds	Other Funds	Total Funds
AccuVote System - Payment 5 of 6	387,789	0	0	387,789
Expansion of AccuVote Elections System	298,600	0	0	298,600
Pacific Coastal Salmon Recovery Fund/Pacific Salmon Treaty	0	28,500,000	0	28,500,000
Department Total	686,389	28,500,000	0	29,186,389

This is an appropriation level summary only. For allocations and the full project details see the capital budget.

Overview of Departmental Budget Changes

Establish the Tribal Affairs component to provide the resources to implement the Millennium Agreement.

Summary of Department Budget Changes by BRU

From FY2002 Authorized to FY2003 Governor

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	18,296.6	3,512.6	0.0	21,809.2
Adjustments which will continue current level of service:				
-Commissions/Special Offices	26.9	1.7	0.0	28.6
-Executive Operations	-1,321.1	-110.0	0.0	-1,431.1
-Gov State Facilities Rent	9.4	0.0	0.0	9.4
-Office of Management & Budget	-112.5	0.0	0.0	-112.5
-Governmental Coordination	28.2	-89.0	104.2	43.4
-Elections	-1,108.5	0.0	0.0	-1,108.5
Proposed budget decreases:				
-Commissions/Special Offices	0.0	-61.7	0.0	-61.7
Proposed budget increases:				
-Commissions/Special Offices	148.9	0.0	0.0	148.9
-Executive Operations	740.0	0.0	14.6	754.6
-Gov State Facilities Rent	28.5	0.0	0.0	28.5
-Governmental Coordination	79.4	350.0	345.9	775.3
-Elections	2,556.7	0.0	0.0	2,556.7
FY2003 Governor	19,372.5	3,603.6	464.7	23,440.8

BRU/Component: Human Rights Commission

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

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Component Mission

Eliminate and prevent discrimination in employment, in credit and financing practices, in places of public accommodation, in the sale, lease, or rental of real property, in practices by the state or its political subdivisions because of race, religion, color, national origin, sex, age, physical or mental disability, marital status, changes in marital status, pregnancy or parenthood.

Component Services Provided

- Answer questions from Alaskans regarding human rights concerns.
- Accept and investigate complaints.
- Informally resolve discrimination complaints through mediation, conciliation and settlement.
- Present cases at hearing.
- Provide public education regarding Alaska's Human Rights Law.
- Share information with other organizations and members of the community to help reduce problems resulting from discrimination in Alaska.

Component Goals and Strategies

Enforce Alaska's Human Rights Law to prevent and eliminate discrimination through impartial investigation of complaints, conciliation, administrative hearings and public education.

- Accept complaints of discrimination; negotiate/mediate predetermination settlements; impartially investigate complaints; determine whether allegations are supported by substantial evidence; eliminate discrimination by conciliation; present cases at public hearing; issue orders dismissing the complaint or, where appropriate, enjoining the discriminatory acts and providing appropriate relief.
- Educate Alaskans about preventing and eliminating discrimination.

Key Component Issues for FY2002 – 2003

- During fiscal year 2001, over 4000 Alaskans contacted the agency to inquire about their rights and responsibilities. In recent years an increased demand for services and corresponding rise in complaint inventory led to delays in processing cases. The Commission revised procedures, amended its regulations, and with the assistance of the Governor and Legislature, secured additional resources. Through these efforts the agency eliminated the backlog. The Commission continues to focus its resources on reducing the time required to resolve complaints.
- Businesses and organizations seek the Commission's expertise on Alaska's Human Rights Law about how best to prevent and eliminate discrimination. An increased number of requests for education and technical assistance has coincided with recent events within Alaska and nationwide, and the Commission has increasingly had to turn down requests for this type of assistance. The Commission hopes to be able to respond to more of these requests to help reduce the problems which lead to discrimination complaints.

Major Component Accomplishments in 2001

- An increase in complaints of discrimination from Alaskans in the mid 1990s led to a historically high inventory, which the Commission managed with fewer staff. In 1997 it took upwards of one year for complaints to be assigned for investigation. Streamlined procedures, changes to the regulations and statute, as well as receipt of much needed additional resources, led to elimination of the backlog of unassigned cases in late 1999. Staff continued to prioritize

completion of older cases and focus on promptly initiating investigation in newly filed cases. This led to a reduction in the time needed to process complaints in FY 2001.

- The Commission's mediation program provided Alaskan businesses and complainants the opportunity to voluntarily reach an acceptable resolution. Both the business community and individuals continue to applaud the opportunity provided by the program and the success rate is high.
- The public gave the Commission's fair housing education and outreach program high marks. With money received from the U. S. Department of Housing and Urban Development (HUD) staff reached housing providers and others throughout the state with information about rights and responsibilities under Alaska's fair housing laws. HUD has also commended the Commission for its accomplishments with this program.

Statutory and Regulatory Authority

AS 18.80.010-330
6 AAC 30.011-990

Human Rights Commission

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,235.9	1,267.2	1,429.7
72000 Travel	46.0	43.8	52.8
73000 Contractual	168.4	203.3	147.6
74000 Supplies	23.4	12.8	12.8
75000 Equipment	19.3	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,493.0	1,527.1	1,642.9
Funding Sources:			
1002 Federal Receipts	162.2	188.7	128.7
1004 General Fund Receipts	1,330.8	1,338.4	1,514.2
Funding Totals	1,493.0	1,527.1	1,642.9

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<u>Unrestricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
<u>Restricted Revenues</u>						
Federal Receipts	51010	162.2	188.7	188.7	128.7	128.7
Restricted Total		162.2	188.7	188.7	128.7	128.7
Total Estimated Revenues		162.2	188.7	188.7	128.7	128.7

Human Rights Commission
Proposed Changes in Levels of Service for FY2003

No service changes.

Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,338.4	188.7	0.0	1,527.1
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	26.9	1.7	0.0	28.6
Proposed budget decreases:				
-Decrease Authorization for Federal Funds	0.0	-61.7	0.0	-61.7
Proposed budget increases:				
-Increase positions and resources to address increased service demands.	148.9	0.0	0.0	148.9
FY2003 Governor	1,514.2	128.7	0.0	1,642.9

Human Rights Commission

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	19	21	Annual Salaries	1,053,710
Part-time	1	1	COLA	38,047
Nonpermanent	1	0	Premium Pay	12,663
			Annual Benefits	369,866
			<i>Less 3.02% Vacancy Factor</i>	(44,587)
			Lump Sum Premium Pay	0
Totals	21	22	Total Personal Services	1,429,699

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Clerk II	1	0	0	0	1
Administrative Clerk III	2	0	0	0	2
Administrative Manager I	1	0	0	0	1
Attorney II	1	0	0	0	1
Attorney IV	1	0	0	0	1
Dep Director Human Rights Comm	1	0	0	0	1
Division Director	1	0	0	0	1
Human Rights Fld Rep III	8	0	0	0	8
Human Rights Fld Rep IV	3	0	0	0	3
Law Office Assistant I	2	0	0	0	2
Secretary	1	0	0	0	1
Totals	22	0	0	0	22

Executive Operations Budget Request Unit

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BRU Mission

Provide the resources necessary to support the Governor and Lieutenant Governor in the policy issues and daily management activities of the Executive Branch of state government.

BRU Services Provided

Executive Operations must provide the necessary flexibility to ensure that the Governor and Lieutenant Governor have sufficient resources to manage state government, fulfill the duties of their respective offices, and work effectively towards successful resolution of various issues facing the state.

BRU Goals and Strategies

Ensure that state government is responsive to the needs of the citizens of Alaska, and that compelling needs within the state are recognized and addressed appropriately.

Key BRU Issues for FY2002 – 2003

As the guiding department for the Executive Branch, all critical issues facing the state are of concern to the Office of the Governor.

Major BRU Accomplishments in 2001

Coordinated with state agencies to carry out the Governor's programs and further the Governor's priorities, responded to public inquiries, and served as liaison with the legislative and judicial branches of state government, and with other states, the federal government, and other nations.

Executive Operations
BRU Financial Summary by Component

All dollars in thousands

	FY2001 Actuals				FY2002 Authorized				FY2003 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
Formula												
<u>Expenditures</u>												
None.												
Non-Formula												
<u>Expenditures</u>												
Executive Office	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	350.0	0.0	0.0	350.0
- Language												
Executive	979.9	0.0	0.0	979.9	1,602.8	0.0	0.0	1,602.8	0.0	0.0	0.0	0.0
Contingency												
Approp												
Executive Office	6,133.3	101.3	97.5	6,332.1	6,571.1	110.0	0.0	6,681.1	6,825.9	0.0	14.6	6,840.5
Governor's	350.7	0.0	0.0	350.7	343.2	0.0	0.0	343.2	348.5	0.0	0.0	348.5
House												
Contingency	97.8	0.0	0.0	97.8	410.0	0.0	0.0	410.0	410.0	0.0	0.0	410.0
Fund												
Tribal Affairs	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	390.0	0.0	0.0	390.0
Lieutenant	863.0	0.0	0.0	863.0	877.9	0.0	0.0	877.9	893.9	0.0	0.0	893.9
Governor												
Equal	260.9	0.0	0.0	260.9	281.0	0.0	0.0	281.0	286.6	0.0	0.0	286.6
Employment												
Opportunity												
Totals	8,685.6	101.3	97.5	8,884.4	10,086.0	110.0	0.0	10,196.0	9,504.9	0.0	14.6	9,519.5

Executive Operations

Proposed Changes in Levels of Service for FY2003

Establish the Tribal Affairs component to provide the resources to implement the Millennium Agreement between the state and the federally recognized tribes in Alaska.

Executive Operations

Summary of BRU Budget Changes by Component

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	10,086.0	110.0	0.0	10,196.0
Adjustments which will continue current level of service:				
-Executive Contingency Approp	-1,602.8	0.0	0.0	-1,602.8
-Executive Office	254.8	-110.0	0.0	144.8
-Governor's House	5.3	0.0	0.0	5.3
-Lieutenant Governor	16.0	0.0	0.0	16.0
-Equal Employment Opportunity	5.6	0.0	0.0	5.6
Proposed budget increases:				
-Executive Office - Language	350.0	0.0	0.0	350.0
-Executive Office	0.0	0.0	14.6	14.6
-Tribal Affairs	390.0	0.0	0.0	390.0
FY2003 Governor	9,504.9	0.0	14.6	9,519.5

Component: Executive Office

Contact: Michael A. Nizich, Administrative Director

Tel: (907) 465-3876 **Fax:** (907) 465-1641 **E-mail:** Mike_Nizich@gov.state.ak.us

Component Mission

Exchange communications within state agencies, federal government agencies, and the citizens of Alaska to

- make these groups more knowledgeable regarding the executive government process, decisions, and policies
- allow for greater and better constituent representation
- encourage constituent input
- advance state priorities

Component Services Provided

- Liaison between the state and federal governments, and among the legislative, judicial, and executive branches of state government.
- Coordinate state policies carried out by state agencies.
- Provide effective responses to the needs of Alaskans.

Component Goals and Strategies

Ensure that state government is responsive to the needs of the citizens of Alaska, and that compelling needs within the state are recognized and addressed appropriately.

Key Component Issues for FY2002 – 2003

As the guiding department for the Executive Branch, all critical issues facing the state are of concern to this office.

Major Component Accomplishments in 2001

The Executive Office coordinated with state agencies to carry out the Governor's programs, responded to public inquiries, and acted as liaison with the legislative and judicial branches of state government, and with other states, the federal government, and nations of the world.

Statutory and Regulatory Authority

AK Constitution Art. III, IV, VI & IX
AS 39
AS 44

Executive Office

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	4,849.2	4,977.4	5,246.8
72000 Travel	492.4	390.0	390.0
73000 Contractual	879.7	1,147.6	1,037.6
74000 Supplies	67.0	148.1	148.1
75000 Equipment	43.8	18.0	18.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	6,332.1	6,681.1	6,840.5
Funding Sources:			
1002 Federal Receipts	101.3	110.0	0.0
1004 General Fund Receipts	6,128.4	6,566.2	6,821.0
1005 General Fund/Program Receipts	4.9	4.9	4.9
1007 Inter-Agency Receipts	35.0	0.0	14.6
1053 Investment Loss Trust Fund	62.5	0.0	0.0
Funding Totals	6,332.1	6,681.1	6,840.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Federal Receipts	51010	101.3	110.0	110.0	0.0	0.0
Interagency Receipts	51015	35.0	0.0	0.0	14.6	0.0
General Fund Program Receipts	51060	4.9	4.9	4.9	4.9	4.9
Restricted Total		141.2	114.9	114.9	19.5	4.9
Total Estimated Revenues		141.2	114.9	114.9	19.5	4.9

Executive Office

Proposed Changes in Levels of Service for FY2003

No service changes.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	6,571.1	110.0	0.0	6,681.1
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	107.3	0.0	0.0	107.3
-Client Assistance Program grant transferred to DEED, Administrative Services component	0.0	-110.0	0.0	-110.0
-Transfer Positions from OMB to Implement the Millennium Agreement	147.5	0.0	0.0	147.5
Proposed budget increases:				
-Division of Elections Support RSA	0.0	0.0	14.6	14.6
FY2003 Governor	6,825.9	0.0	14.6	6,840.5

Executive Office

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	68	71	Annual Salaries	4,024,570
Part-time	1	0	COLA	146,051
Nonpermanent	4	4	Premium Pay	91,787
			Annual Benefits	1,318,389
			<i>Less 5.98% Vacancy Factor</i>	(333,997)
			Lump Sum Premium Pay	0
Totals	73	75	Total Personal Services	5,246,800

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Assistant II	0	0	1	0	1
Administrative Assistant	0	1	0	0	1
Administrative Director	0	0	1	0	1
Administrative Support Spec	0	0	1	0	1
Associate Director	0	0	0	3	3
Asst Administrative Dir	0	0	1	0	1
Boards & Commissions Assistant	0	0	1	0	1
Boards & Commissions Coord	0	0	1	0	1
Chief of Staff	0	0	1	0	1
Clerk	0	0	1	0	1
Constituent Relations Assist	2	1	0	0	3
Constituent Relations Asst	0	0	2	0	2
Constituent Relations Coord	0	0	1	0	1
Data Systems Specialist	0	0	1	0	1
Data Systems Technician	0	0	1	0	1
Deputy Chief of Staff	0	0	1	0	1
Deputy Legislative Director	0	0	1	0	1
Deputy Press Secretary	0	0	1	0	1
Director	1	1	0	0	2
Director State & Fed Relations	0	0	0	1	1
Exec Secretary II	0	0	1	0	1
Executive Secretary	0	0	1	0	1
Executive Secretary I	0	0	1	1	2
Executive Secretary II	2	0	8	0	10
Executive Secretary III	0	0	0	1	1
Executive Secretary IV	0	0	1	0	1
Finance Officer	0	0	1	0	1
Fiscal Technician III	0	0	2	0	2
Governor	0	0	1	0	1
Information Officer	0	0	1	0	1
LAN Administrator	0	0	1	0	1
Legislative Director	0	0	1	0	1
Legislative Support Assistant	0	0	1	0	1
Mail Room Clerk	0	0	1	0	1
Network Systems Specialist	1	0	1	0	2
Payroll/Personnel Assistant	0	0	1	0	1
Payroll/Personnel Clerk	0	0	1	0	1
Personnel Officer	0	0	1	0	1
Press Office Assistant	0	0	1	0	1
Press Secretary	0	0	1	0	1
Procurement Agent	0	0	1	0	1

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Procurement Officer	0	0	1	0	1
Procurement Technician I	0	0	1	0	1
Receptionist/Secretary	0	0	1	0	1
Secretary	0	0	0	1	1
Senior Rural Policy Advisor	0	0	1	0	1
Special Agent	0	0	2	0	2
Special Staff Assistant	0	0	9	0	9
Totals	6	3	59	7	75

Component: Governor's House

Contact: Michael A. Nizich, Administrative Director

Tel: (907) 465-3876 **Fax:** (907) 465-1641 **E-mail:** Mike_Nizich@gov.state.ak.us

Component Mission

To meet the official and personal needs of the Governor, to comply with protocol requirements of the office, and to provide upkeep and maintenance of a historical public building.

Component Services Provided

Daily upkeep and maintenance of the Governor's House; food preparation and housekeeping for official and public functions in addition to meeting the needs of the Governor, the Governor's family and official guests.

Component Goals and Strategies

Not applicable.

Key Component Issues for FY2002 – 2003

Not applicable.

Major Component Accomplishments in 2001

Not applicable.

Statutory and Regulatory Authority

Not applicable.

Governor's House
Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	226.2	223.5	228.8
72000 Travel	0.0	0.0	0.0
73000 Contractual	67.3	61.7	61.7
74000 Supplies	56.7	58.0	58.0
75000 Equipment	0.5	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	350.7	343.2	348.5
Funding Sources:			
1004 General Fund Receipts	350.7	343.2	348.5
Funding Totals	350.7	343.2	348.5

Governor's House**Proposed Changes in Levels of Service for FY2003**

No service changes.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	343.2	0.0	0.0	343.2
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	5.3	0.0	0.0	5.3
FY2003 Governor	348.5	0.0	0.0	348.5

Governor's House

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	4	4	Annual Salaries	168,505
Part-time	0	0	COLA	6,098
Nonpermanent	1	0	Premium Pay	1,640
			Annual Benefits	63,422
			Less 4.53% Vacancy Factor	(10,865)
			Lump Sum Premium Pay	0
Totals	5	4	Total Personal Services	228,800

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Exec. Residence Housekeeper	0	0	1	0	1
Executive Residence Chef	0	0	1	0	1
Executive Residence Manager	0	0	1	0	1
Executive Residence Steward	0	0	1	0	1
Totals	0	0	4	0	4

Component: Contingency Fund

Contact: Michael A. Nizich, Administrative Director

Tel: (907) 465-3876 **Fax:** (907) 465-1641 **E-mail:** Mike_Nizich@gov.state.ak.us

Component Mission

Assist the Executive Branch in meeting unanticipated needs which would have significant impact on the citizens of Alaska and on normal operations of state government.

Component Services Provided

Funding resource for the Governor to meet unanticipated needs during the fiscal year.

Component Goals and Strategies

Not applicable.

Key Component Issues for FY2002 – 2003

Not applicable.

Major Component Accomplishments in 2001

Not applicable.

Statutory and Regulatory Authority

No statutes or regulations.

Contingency Fund

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	97.8	410.0	410.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	97.8	410.0	410.0
Funding Sources:			
1004 General Fund Receipts	97.8	410.0	410.0
Funding Totals	97.8	410.0	410.0

Contingency Fund**Proposed Changes in Levels of Service for FY2003**

No service changes.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	410.0	0.0	0.0	410.0
FY2003 Governor	410.0	0.0	0.0	410.0

Component: Tribal Affairs

Contact: Will Mayo, Senior Rural Policy Advisor

Tel: (907) 465-3500 **Fax:** (907) 465-3532 **E-mail:** Will_Mayo@gov.state.ak.us

Component Mission

To improve government to government relationships between the federally-recognized tribes and the state by facilitating effective and respectful communication between tribal and state governments, working toward greater public understanding of, and respect for, tribal self-governance and self-determination.

Component Services Provided

- Respond to requests for information or assistance regarding tribal governments and state-tribal relations from all three branches of government, tribes and the public
- Provide public education regarding tribal cultures and governments and the importance of improving tribal-state relations for the future health and welfare of the state
- Provide informal assistance with the resolution of tribal-state issues
- Coordinate tribal-state governmental communication and cooperation
- Provide policy analysis to the Governor

Component Goals and Strategies

Assist in development of formal mechanisms to improve communication between tribal and state governments

- Facilitate discussions among Alaskans regarding the relevance of tribes within Alaska culture, and the important role that tribal governments have in development of a healthy state-wide economy.
- Receive and respond to concerns of tribal members and tribal government leadership
- Compile and disseminate information to the public about tribal and state government services

Serve as the lead advocate in the executive branch to improve tribal-state relations throughout all three branches of state government.

- Facilitate on-going education and training of departmental employees on all matters essential to positive, productive tribal-state governmental relationships.
- Recommend and monitor policies that will strengthen tribal-state relations
- Help develop programs to inform tribal members of the services available to them
- Help develop programs to make the needs and concerns of tribal communities known to the public and private agencies that offer programs and activities that serve and affect tribal communities
- Encourage improvement of public and private services to tribal members

Key Component Issues for FY2002 – 2003

- The executive branch has launched an educational effort to increase state employees' knowledge and appreciation of tribal cultures and governments, and the vital role that tribal governments already play in the overall health and future of the state.
- Statutory impediments continue to prevent full coordination and cooperation between state and tribal governments on many matters throughout state government. An analysis of these impediments must be conducted to provide the basis for proposing statutory changes where appropriate.
- A substantial effort must be made to coordinate with and support tribal governmental efforts to ensure that they are able to participate more fully in state government. Engage in joint state-tribal educational programs throughout the state, and ensure that tribal leaders are able to participate in meetings to problem-solve and strengthen state-tribal cooperation and communication.

Major Component Accomplishments in 2001

- Coordinated and conducted the first Tribal-State Forum in mid-May. This forum was the first time in the history of the state that the executive branch met with tribal leadership to ascertain how to improve communication between state and tribal governments and establish effective government to government relationships. It demonstrated the state's commitment to work directly with tribal leadership to jointly address matters of concern to tribal governments and communities.
- Coordinated Working Group meetings between state representatives and tribal leadership to begin implementation of the Millennium Agreement in the areas of Natural Resources, Public Health and Safety, and Government to Government Relations. Several departments have already successfully resolved numerous issues raised by tribal leaders in the context of these meetings.
- Established a committee of state and tribal leadership to recommend how best to provide an on-going structure for coordinating state-tribal affairs.
- Established daily communication between key tribal and state leaders, reinforcing a true partnership that recognizes the important policy-making role that tribal governments play in matters that affect their communities and all Alaskans.
- Conducted a training session for state department representatives with an overview of Alaska Native issues, and recommendations from tribal government leaders regarding how to work effectively with tribal governments.
- Coordinated an ongoing effort between the executive branch and tribal leaders to present a unified state-tribal response to proposed amendments to the federal Indian Child Welfare Act.
- Assisted departments in drafting policies to facilitate consultation between state and tribal governments on significant matters affecting tribal governments. Departmental representatives have already begun to work informally with tribal governments on matters that significantly affect tribal governments.
- Made numerous presentations to various communities and organizations on the terms and importance of the Millennium Agreement, and the importance of improving government to government relationships between federally recognized tribes and the state.

Statutory and Regulatory Authority

Not applicable.

Tribal Affairs

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	290.0
73000 Contractual	0.0	0.0	95.0
74000 Supplies	0.0	0.0	5.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	0.0	390.0
Funding Sources:			
1004 General Fund Receipts	0.0	0.0	390.0
Funding Totals	0.0	0.0	390.0

Tribal Affairs

Proposed Changes in Levels of Service for FY2003

No service changes.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	0.0	0.0	0.0	0.0
Proposed budget increases:				
-Establish the Office of Tribal-State Affairs and implement the Millennium Agreement	390.0	0.0	0.0	390.0
FY2003 Governor	390.0	0.0	0.0	390.0

Component: Lieutenant Governor

Contact: Sally Rue, Chief of Staff for Lt. Governor

Tel: (907) 465-3520 **Fax:** (907) 465-5400 **E-mail:** Sally_Rue@gov.state.ak.us

Component Mission

The mission of the Lieutenant Governor is to perform duties prescribed by law, including oversight of the Alaska Division of Elections, and assist the Governor in implementing goals and policies.

Component Services Provided

- Supervise the Division of Elections.
- Sign and file regulations.
- Publish the Alaska Administrative Code and the Alaska Administrative Journal.
- Administer and commission notaries public.
- Regulate use of the State Seal.

Component Goals and Strategies

- Oversee development of state telecommunications and information technology policy by chairing the Telecommunications Information Council.
- Represent Governor Knowles on the Denali Commission.
- Serve on the board of the Alaska Science and Technology Foundation.
- Serve as chair of the Alaska Historical Commission.
- Serve on a variety of state, national and international boards, commissions and advisory committees.

Key Component Issues for FY2002 – 2003

Because the Lt. Governor's Office is a component of the Governor's Office, the guiding department for the executive branch, all critical issues facing the state are of concern to this office.

Major Component Accomplishments in 2001

The Lt. Governor's Office assisted the Office of the Governor in coordinating with state agencies to carry out the Governor's programs, responding to public inquiries, and acting as liaison with the legislative and judicial branches of state government, with other states, the federal government and nations of the world.

Statutory and Regulatory Authority

AK Constitution Art III, sec. 7-15

AS 01.05.026, AS 15.10.105, AS 15.45.010-465, AS 15.50.010-110, AS 24.05.160, AS 41.35.300-380, AS 44.09.015, AS 44.19.010-046, AS 44.50, AS 44.62

Lieutenant Governor

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	692.8	741.1	757.1
72000 Travel	71.8	42.1	42.1
73000 Contractual	82.7	82.7	82.7
74000 Supplies	10.6	12.0	12.0
75000 Equipment	5.1	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	863.0	877.9	893.9
Funding Sources:			
1004 General Fund Receipts	863.0	877.9	893.9
Funding Totals	863.0	877.9	893.9

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<u>Unrestricted Revenues</u>						
Unrestricted Fund	68515	107.0	113.0	113.0	113.0	113.0
Unrestricted Total		107.0	113.0	113.0	113.0	113.0
<u>Restricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Restricted Total		0.0	0.0	0.0	0.0	0.0
Total Estimated Revenues		107.0	113.0	113.0	113.0	113.0

Lieutenant Governor**Proposed Changes in Levels of Service for FY2003**

No service changes.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	877.9	0.0	0.0	877.9
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	16.0	0.0	0.0	16.0
FY2003 Governor	893.9	0.0	0.0	893.9

Lieutenant Governor

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	10	10	Annual Salaries	563,907
Part-time	0	0	COLA	20,191
Nonpermanent	1	1	Premium Pay	0
			Annual Benefits	184,918
			<i>Less 1.55% Vacancy Factor</i>	(11,916)
			Lump Sum Premium Pay	0
Totals	11	11	Total Personal Services	757,100

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Admin Support Technician	0	0	1	0	1
Chief of Staff For Lt. Gov	0	0	1	0	1
Lieutenant Governor	0	0	1	0	1
Notary Comm Administrator	0	0	1	0	1
Receptionist	0	0	1	0	1
Secretary To Lt Governor	0	0	1	0	1
Special Staff Assistant	0	0	5	0	5
Totals	0	0	11	0	11

Component: Equal Employment Opportunity

Contact: Thelma Buchholdt, Director

Tel: (907) 269-7495 **Fax:** (907) 269-7497 **E-mail:** Thelma_Buchholdt@gov.state.ak.us

Component Mission

Ensure fair employment practices in the executive branch of state government.

Component Services Provided

- File statistical reports with the governor, the legislature, department human resource managers, Alaska library system, and other interested parties identifying the state workforce by ethnicity, gender and pay range.
- Train state employees concerning their rights and responsibilities under EEO and affirmative action laws.
- Serve as liaison between Alaska state government and groups representing minorities, women, disabled persons, older Alaskans and veterans.

Component Goals and Strategies

Full compliance with federal and state laws relating to EEO and affirmative action.

- Create new state affirmative action plan with updated data and applicant tracking system to interface with Workplace Alaska.
- Train state managers and supervisors in diversity, affirmative action, and equal employment opportunity.
- Increase awareness of fair employment practices in the executive branch of Alaska state government by reaching out to key constituencies, including minority and women's groups, community organizations and state agencies.
- Assist state departments to implement the state's affirmative action plan through the creation of individual department affirmative action plans.

Key Component Issues for FY2002 – 2003

- Continue to update computer system to create and produce EEO statistical data and analysis required under state and federal laws and regulations.
- Develop current, defensible state affirmative action plan.
- Conduct increased outreach to the state's executive branch employees to make them further aware of the services provided to them by the Office of Equal Employment Opportunity.

Major Component Accomplishments in 2001

- Improved quality of quarterly workforce reports by working with departments to correct job code problems with EEORS data.
- Began process of software repairs on EEORS.
- Selected contractor to prepare statistical analysis for statewide Affirmative Action Plan.
- Maintained outreach to employees and community groups through events such as Hispanic Heritage Month, Native American Heritage Month; Black History Month and Women's History Month through collaboration with federal and local agencies, increased number and quality of presentations.
- Provided facilitation services to group of federal and local agencies desiring to establish vision and goals which would increase efficiency of outreach to employees and community members.
- Conducted training for the Department of Administration Pioneer's Home, the Department of Health & Social Services/Alaska Psychiatric Institute, the University of Alaska Small Business Development Center; community groups such as Standing Together Against Rape, the Alaska Pro-Choice Alliance, the Bilingual Education Conference, Wayland Baptist University, and University of Alaska College of Continuing Education.
- Provided service to trainers in other departments through consultation, sharing of sample outlines, and appropriate materials.

- Provided information to community organizations such as Catholic Social Services Immigration, Alaska Native Heritage Center, U.S. Bureau of Apprenticeship, and Martin Luther King, Jr. Organizing Committee.

Statutory and Regulatory Authority

AS 44.19.450-458, AS 18.80.220, AS 23.10.500-550

Equal Employment Opportunity

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	225.1	242.3	247.9
72000 Travel	3.7	5.0	5.0
73000 Contractual	24.1	30.7	30.7
74000 Supplies	4.4	3.0	3.0
75000 Equipment	3.6	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	260.9	281.0	286.6
Funding Sources:			
1004 General Fund Receipts	260.9	281.0	286.6
Funding Totals	260.9	281.0	286.6

Equal Employment Opportunity**Proposed Changes in Levels of Service for FY2003**

No service changes.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	281.0	0.0	0.0	281.0
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	5.6	0.0	0.0	5.6
FY2003 Governor	286.6	0.0	0.0	286.6

Equal Employment Opportunity

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	4	4	Annual Salaries	186,623
Part-time	0	0	COLA	6,529
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	61,321
			Less 2.58% Vacancy Factor	(6,573)
			Lump Sum Premium Pay	0
Totals	4	4	Total Personal Services	247,900

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Director of EEO	1	0	0	0	1
EEO Trainer/Community Liaison	1	0	0	0	1
Employment Law Specialist	1	0	0	0	1
Program Assistant	1	0	0	0	1
Totals	4	0	0	0	4

BRU/Component: Governor's Office State Facilities Rent

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Michael A. Nizich, Administrative Director

Tel: (907) 465-3876 **Fax:** (907) 465-1641 **E-mail:** Michael_Nizich@gov.state.ak.us

Component Mission

To fund necessary maintenance and help prevent future deferred maintenance problems in the eight buildings in the new state facilities rent pool.

Component Services Provided

Implement the State Facilities Rent Structure for agencies within the Office of the Governor.

Component Goals and Strategies

Improve the condition of state buildings and help prevent future deferred maintenance problems by implementing the state facilities rent structure.

Key Component Issues for FY2002 – 2003

During years of budget constraints, state buildings have not been adequately maintained, resulting in a serious and expensive deferred maintenance backlog. By implementing a rent structure, the state is able to recover an estimated \$1.5 million (statewide) in federal and other non-general funds for space occupied in state buildings. General funds for building maintenance and operations for seven state buildings and for the Atwood Building in Anchorage were transferred from the Department of Transportation and Public Facilities and the Department of Administration to the agencies occupying the buildings in the facilities rent pool. The agencies pay rent, using these transferred general funds to pay for space occupied by general fund programs and collecting rent from non-general fund sources as appropriate.

Major Component Accomplishments in 2001

Not applicable.

Statutory and Regulatory Authority

Not applicable.

Governor's Office State Facilities Rent
Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	429.5	416.0	453.9
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	429.5	416.0	453.9
Funding Sources:			
1004 General Fund Receipts	429.5	416.0	453.9
Funding Totals	429.5	416.0	453.9

Governor's Office State Facilities Rent
Proposed Changes in Levels of Service for FY2003

Not applicable.

Summary of Component Budget Changes
From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	416.0	0.0	0.0	416.0
Adjustments which will continue current level of service:				
-Transfer Facilities Rent Funds from Dept. of Administration	9.4	0.0	0.0	9.4
Proposed budget increases:				
-Additional Funds for FY2003 State Facilities Rent Increase	28.5	0.0	0.0	28.5
FY2003 Governor	453.9	0.0	0.0	453.9

BRU/Component: Office of Management and Budget

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Annalee McConnell, Director

Tel: (907) 465-4660 **Fax:** (907) 465-3008 **E-mail:** Annalee_McConnell@gov.state.ak.us

Component Mission

To improve the effectiveness and efficiency of state government by providing budgetary, policy development, management and auditing services to the Governor and state agencies.

Component Services Provided

- Develop the Governor's annual budget and work through the budget process with agencies and the legislature.
- Generate and analyze fiscal projections.
- Coordinate inter-departmental financial issues and fiscal notes.
- Implement the budget throughout the year including managing budget modifications, reviewing internal service rates, and supporting the statewide computerized Alaska Budget System.
- Provide policy analysis and support to the Governor.
- Oversee state single audit requirements.
- Coordinate distribution of Americans with Disabilities Act (ADA) capital improvement funds.

Component Goals and Strategies

- 1) Work toward a long-term plan to balance the budget.
 - Work with the Legislature, business groups, and the public to evaluate how best to balance the budget with a variety of fiscal tools.
 - Control expenditures while improving the effectiveness of key state services.
 - Work with the Legislature to resolve long-term capital needs, especially for school construction and deferred maintenance of schools and state facilities.
- 2) Improve public understanding of the state budget.
 - Provide timely information and projections to the Governor, agencies, Legislature and public.
 - Make budget information more accessible and meaningful to the public with a web-based Governor's Budget and timely updates throughout the session.
 - Provide a comprehensive view of budget policy issues by coordinating multi-agency testimony at legislative hearings and other public meetings.
- 3) Continue to make the state budget process more effective and efficient.
 - Expand the use of results-based budgeting to improve policy evaluation and decision-making.
 - Focus budget information and discussion on key policy issues.
 - Coordinate interdepartmental budget initiatives to address issues such as child protection and alcohol control and treatment.
- 4) Improve access to state buildings for persons with disabilities.
 - Continue to make all state programs and services accessible through program accommodations to persons with disabilities.
 - Continue removing physical barriers to access in state buildings as funds are appropriated.

Key Component Issues for FY2002 – 2003

- Regardless of the price of oil, the state needs a long-range fiscal plan which balances the budget while maintaining stability for the Alaska economy and reliable services for Alaskans.
- The growing backlogs of school construction and deferred maintenance for schools and state facilities must be addressed with a plan that provides long-term financing.
- Further work is needed to implement more effective results-based budgeting and decision making.

- The Alaska Public Building Fund program should be expanded to include additional state facilities. The program incorporates the cost of facility maintenance and operations into agencies' operating budgets and brings in non-general fund dollars where appropriate. Additional funds will still be needed to fix the deferred maintenance backlog.

Major Component Accomplishments in 2001

- Expanded information on the OMB web site (www.gov.state.ak.us/omb/akomb.htm) to include detailed narrative and financial information about department budgets at the division (budget request unit) and program (component) levels.
- Coordinated development and implementation of the inter-agency budget proposals which emphasized child protection, children's health, and quality education.
- Improved and reorganized the use of performance measures in department budgets and key indicators in major interdepartmental program areas.
- Simplified data entry and expanded functionality for the statewide Alaska Budget System, which all the departments use to prepare their budgets.
- Developed a new operating budget instruction manual for the Alaska Budget System to assist agencies in their use of the system.
- Developed scheduled upgrade versions of the Alaska Budget System to expand functionality to meet the needs of agency and department users of the system.
- Improved access to fiscal notes for legislation by implementing a process to prepare fiscal notes electronically and make them available over the Internet on the Legislature's bill status system.
- Notified recipients of state financial assistance of audit requirements before the due date and worked with granting agencies resolved audit findings within the required timeframe.

Statutory and Regulatory Authority

AS 37.010 & .040, AS 37.06, AS 44.19.145

Key Performance Measures for FY2003

Measure:

Performance measures in departments' budgets are integrated with trend data available from departments to facilitate both the development of performance measures in the future, as well as the assessment of whether performance has achieved the target levels.

Alaska's Target & Progress:

The Governor's Executive Budget Summary (EBS) for FY1997 included a few key performance measures for each department. One of the FY97 measures was for OMB to design and implement a new statewide budget system. Performance measures are now an integral part of the budget system. Three years ago, the legislature began working on missions and performance measures with departments. At the same time, the executive branch was expanding its use of performance measures as well as targeting their use to program areas where tracking progress, or the lack of it, is vital. To help bring focus to the goals and objectives of the Governor and the legislature, the reporting of performance measures in the Alaska budget system was simplified. The most significant Governor's performance measures are now presented at the department level in budget submissions, all legislative performance measures are presented at the budget request unit level. Performance measures are not repeated at the component level.

Benchmark Comparisons:

Other states vary in the number of key performance measures they track. Several that started with hundreds of measures eventually reduced the number to focus on the most important areas. The State of Alaska has gone through this process as well, and is also simplifying and reorganizing its use of performance measures. The purpose is so measures of special concern to lawmakers, the public, and agencies can be easily identified and tracked, as well as linked to broader indicators of change in selected program areas.

Background and Strategies:

In FY 2003, the use of performance measures will be taken a step farther, to link the assessment of performance as proposed in the budget to the use of trend indicator data which will help evaluate the degree to which progress has been accomplished. One aspect of this will be integration with the Department of Community and Economic Development's outstanding new online Alaska Economic Information System (currently in prototype development). With these new tools, trend indicator information will be much more easily available to the public and agencies.

In FY 2003, the use of performance measures will be taken a step farther, to link the assessment of performance as proposed in the budget to the use of trend indicator data which will help evaluate the degree to which progress has been accomplished. One aspect of this will be integration with the Department of Community and Economic Development's outstanding new online Alaska Economic Information System (currently in prototype development). With these new tools, trend indicator information will be much more easily available to the public and agencies.

Other states have learned that the process develops best when the executive and legislative branches work together to identify areas needing measures, agree on data needs and constraints, set targets for improvement that are aggressive but achievable, and adjust targets if necessary to meet the funding levels which are ultimately appropriated. The Knowles/Ulmer Administration is committed to working with the legislature to continue establishing viable performance measures and using the results to help evaluate budget needs and program effectiveness.

Measure:

100% of granting agencies and grantees will be notified of audit requirements at least 3 months before single audits are due.

Alaska's Target & Progress:

A database is used to identify which state and/or federal grant recipients are required to have single audits and whether the audits contain findings and questioned costs. In FY2002 all grantees required to have a single audit will be notified of this requirement in sufficient time to have their audit conducted and submitted by the due date. Follow-up by OMB on audits with findings and questioned costs takes place on a monthly basis.

Benchmark Comparisons:

OMB has caught up with a significant backlog of audit reviews. Comparative information on other state's timeframes has not been gathered.

Background and Strategies:

As the state coordinating agency for single audits, OMB must ensure that entities expending \$300,000 or more per fiscal year in state financial assistance have an audit submitted within 9 months after the fiscal year end. Audit findings and questioned costs must be resolved by agencies within 6 months of the receipt of final audits.

As a recipient of federal financial assistance, OMB must ensure that the State's subrecipients of federal financial assistance submit federal single audits within 9 months after the fiscal year end. Audit findings and questioned costs must be resolved by agencies within 6 months of the receipt of final audits.

OMB has streamlined the compilation of financial information so recipients are notified of audit requirements at least 3 months before the audits are due. OMB is closely tracking audits with findings and questioned costs to ensure that the granting state agencies are monitoring the resolution process.

Office of Management and Budget
Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,544.5	1,656.0	1,543.5
72000 Travel	4.6	7.0	7.0
73000 Contractual	42.8	84.5	84.5
74000 Supplies	7.6	9.0	9.0
75000 Equipment	8.3	5.0	5.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,607.8	1,761.5	1,649.0
Funding Sources:			
1004 General Fund Receipts	1,521.7	1,761.5	1,649.0
1007 Inter-Agency Receipts	51.7	0.0	0.0
1053 Investment Loss Trust Fund	8.6	0.0	0.0
1108 Statutory Designated Program Receipts	25.8	0.0	0.0
Funding Totals	1,607.8	1,761.5	1,649.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<u>Unrestricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
<u>Restricted Revenues</u>						
Interagency Receipts	51015	51.7	0.0	0.0	0.0	0.0
Statutory Designated Program Receipts	51063	25.8	0.0	0.0	0.0	0.0
Restricted Total		77.5	0.0	0.0	0.0	0.0
Total Estimated Revenues		77.5	0.0	0.0	0.0	0.0

Office of Management and Budget

Proposed Changes in Levels of Service for FY2003

No service changes.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,761.5	0.0	0.0	1,761.5
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	35.0	0.0	0.0	35.0
-Transfer Postions to Executive Office to Implement the Millennium Agreement	-147.5	0.0	0.0	-147.5
FY2003 Governor	1,649.0	0.0	0.0	1,649.0

Office of Management and Budget

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	22	20	Annual Salaries	1,200,329
Part-time	0	0	COLA	42,878
Nonpermanent	0	0	Premium Pay	516
			Annual Benefits	385,164
			Less 5.24% Vacancy Factor	(85,387)
			Lump Sum Premium Pay	0
Totals	22	20	Total Personal Services	1,543,500

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Admin Support Technician	0	0	2	0	2
Analyst Programmer IV	0	0	1	0	1
Analyst/Programmer III	0	0	1	0	1
Chief Analyst	0	0	1	0	1
Chief Budget Analyst	0	0	1	0	1
Director of OMB	0	0	1	0	1
Executive Secretary II	0	0	1	0	1
Internal Auditor	0	0	1	0	1
Internal Auditor III	0	0	1	0	1
Policy Analyst	0	0	1	0	1
Program Budget Analyst IV	0	0	2	0	2
Program Budget Analyst V	0	0	5	0	5
Senior Analyst	0	0	1	0	1
Senior Economist	0	0	1	0	1
Totals	0	0	20	0	20

BRU/Component: Governmental Coordination

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Patrick Galvin, Director

Tel: (907) 465-3562 **Fax:** (907) 465-3075 **E-mail:** Patrick_Galvin@gov.state.ak.us

Component Mission

To provide access to uniquely qualified individuals, information, technical expertise and federal funding to resolve resource development and permitting issues with an emphasis on Alaska's coastal zone.

Component Services Provided

- Operation of the Alaska Coastal Management Program.
- Federal funding and technical expertise for coastal communities and resource agencies.
- One-stop permit services.
- Efficient conflict resolution.
- A voice for the state and coastal communities in federal permits and activities.
- The State's liaison to federal agencies conducting activities under the ANILCA, Outer Continental Shelf, and other federal laws that significantly affect the state.
- Facilitation and coordinating services for the Governor's Office and state resource agencies.
- Coordinate agency participation in and public involvement in Alaska's Clean Water Actions (ACWA).
- Implement CIAP-funded projects.

Component Goals and Strategies

- 1) Streamline and coordinate permit reviews for development projects.
 - Review projects within 6 AAC 50 review timeframes.
 - Respond to requests for assistance and information from developers, resource agencies and coastal communities.
 - Provide opportunity for local government and general public participation in state project decisions as per 6 AAC 50.
 - Achieve balanced and documented state decisions, which recognize the full range of state interests in a proposed activity.
 - Provide an interagency conflict resolution mechanism, which produces a unified state position transmitted to the applicant and other interested parties.
 - Maintain a project tracking system which enables final decisions to be issued in a timely manner.
 - Complete Memorandums of Understanding with federal agencies to develop specific consistency review procedures.
 - Provide the state's position on all federal oil and gas decisions.
 - Revise regulatory criteria for consistency reviews by updating and revising certain Alaska Coastal Management Program Standards (6 AAC 80).
 - Improve coordination and planning in Alaska's coastal area through CIAP projects.
- 2) Upgrade community-based coastal planning and development programs with Coastal Policy Council oversight.
 - Approve approximately four district coastal management program amendments.
 - Provide information and technical assistance to local governments not presently participating in the Alaska Coastal Management Program.
 - Provide federal funding to coastal districts and to state agencies.
 - Hold two Coastal Policy Council meetings, and eight teleconferences or subcommittee meetings.
 - Host one statewide conference; two ACMP working group meetings, two district workshops, as needed, and maintain frequent communication with agencies.
- 3) Provide liaison to federal land and resource agencies to ensure that state interests are protected in federal decision making under the Coastal Management Program, the Alaska National Interest Lands Conservation Act, National Forest management, federal oil and gas development, and other federal programs.
 - Ensure maximum involvement of state resource agencies in collectively addressing a wide variety of federal issues. Consolidate multiple state agency concerns so that the state speaks clearly with one voice.

- Respond to major Forest Service, National Park Service, U.S. Fish and Wildlife Service, Bureau of Land Management, Office of Coastal Management, and other federal agency initiatives (environmental impact documents, policies, regulations) to ensure that they are sensitive to Alaska's needs and respect state jurisdictional authorities.
 - Ensure that the special provisions of the Alaska National Interest Lands Conservation Act are maintained and appropriately implemented.
 - Facilitate improved day-to-day coordination and communication among state and federal resource agencies to head off problems.
 - Where major federal-state issues remain, seek resolution through the most appropriate means, including advocacy, negotiation, mediation and support to the Department of Law.
 - Assist, as needed, with Alaska's Washington D.C. office in their review of federal land and resource legislation to ensure that Alaska's interests are protected.
 - Prepare annual federal grant application and work program for period July 1, 2002 - December 30, 2003, and comply with quarterly and annual performance and financial reports and products.
- 4) Enhance technical expertise to address emerging coastal issues.
- Participate with other coastal states in responding to federal legislative initiatives regarding state authorities to influence federal decisions on coastal development. Coordinate with and provide information to the Governor's Washington, D.C. office.
 - Participate in state and national workshops and forums.
 - Prepare four newsletters.
 - Maintain Internet Homepage, which provides access to Alaska Coastal Management Program services and other information. (<http://www.alaskacoast.state.ak.us/>)
 - Revise regulations, policies and procedures as recommended by the Coastal Policy Council.
 - Apply for and receive federal grant to accomplish specific projects.

Key Component Issues for FY2002 – 2003

- Congress appropriated \$150 million for Coastal Impact Assistance to oil producing states, including Alaska. Alaska's portion is \$12.2 million (by law, 35% will be distributed directly to boroughs and coastal resource service areas). On September 7, 2001, the Legislative Budget and Audit Committee approved receipt authority for \$4.5 million in the FY 2002 operating budget. DGC will propose language in the FY2002 supplemental bill to convert the entire appropriation from an operating budget item to a capital project.
- The federal FY 2002 Appropriations bill (H.R. 2500, H. Rpt. 107-278) has just authorized funding for coastal states to participate in the coastal nonpoint source control program. The division reasonably anticipates receiving \$350,000 additional federal funds in state FY2003 for Alaska's participation.
- Project consistency review regulations were promulgated in 1984 and, with minor exceptions, have remained substantially unchanged since that time. Although forward thinking for their time, they could not anticipate the array of project review issues that have emerged over the past 17 years. Revisions are under development that will address a number of issues that include: 30-day and 50-day reviews; Day 1 requirements; public notice requirements; relationship between agency permit reviews and the consistency review process, including coordinating timelines and processes; phasing projects; review timelines for federal activities; clock stops; renewals and modifications; expedited review by categorical approval and general concurrence determinations; public need determinations; elevation procedures; local knowledge; local permits; and definitions.
- Like the current consistency review regulations, over half of the more than 30 coastal district plans are outdated. These coastal plans do not provide districts with adequate tools for managing the coastal issues of today. District program regulations, which govern plan development and approval, were revised and streamlined in early FY2000. In FY2002 federal dollars were provided to eight districts for update of their coastal district plans. In FY2003 another eight will be funded for update.
- The implementation of the Alaska Coastal Management Program and the various permitting processes is complex and difficult to understand. The Division of Governmental Coordination has a key role in finding creative ways to make the process understandable for Alaskans who are involved with the Alaska Coastal Management Program. This pivotal role has the Division as the point of contact for multiple governmental processes that are required for coastal zone projects. With the support of federal funding, Governmental Coordination is developing communication and planning resources to assist and involve Alaskans. Public outreach and education includes a web based information resource, which now provides an online application. Additionally, a series of guidebooks are in various stages of completion that will provide detailed, user-friendly instructions for coastal communities, consultants, state agencies and others on the Alaska Coastal Management Program in general, and how to prepare and implement local coastal district plans and special area plans.

- Criteria used during consistency reviews to evaluate projects proposed within Alaska's coastal zone were promulgated in 1978. Project applicants and state resource agencies have asked the Coastal Policy Council to review and propose amendments to these criteria, which are called standards at 6 AAC 80. Revisions are being considered for standards addressing air, land, and water quality, and geophysical hazards.

Major Component Accomplishments in 2001

- Coordinated approximately 372 multi-permit coastal project reviews.
- Secured \$2,520,000 in federal funds for FY2002 coastal management.
- Provided state response to all Outer Continental Shelf and ANILCA Conservation System Unit activities.
- Continued to upgrade Internet access to the Alaska Coastal Management Program and permitting review information. (<http://www.alaskacoast.state.ak.us/>)
- Continued work with the Alaska Coastal Management Program Working Group and the Department of Law to develop draft 6 AAC 50 regulations to present to the resource agencies and coastal districts for further refinement before presentation to the Coastal Policy Council.

Statutory and Regulatory Authority

AS 44.19.145 & 155, AS 44.19.162 & 166, AS 46.40
6 AAC 50, 80, & 85
P.L. 101-508, P.L. 96.487

Key Performance Measures for FY2003

Measure:

Governmental Coordination will bring affected local coastal districts and state and federal agencies together within 50 days to resolve issues for coastal projects requiring multi-agency permits.

Alaska's Target & Progress:

In FY2001, the average project review time for completed project reviews was 48 days, which is less than that required 50 days under regulation 6 AAC 50.

Background and Strategies:

A coordinated consistency review involves a review of multiple permits and the bringing together of a number of stakeholders to resolve any conflicts and issues. As the coordinator of this process, the Division identifies any systemic bottlenecks and seeks long term solutions that will improve the total time to complete a consistency review.

Governmental Coordination

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,805.7	1,829.3	2,388.0
72000 Travel	117.8	125.1	130.1
73000 Contractual	1,084.9	1,498.4	1,753.4
74000 Supplies	17.9	34.0	34.0
75000 Equipment	28.1	16.7	16.7
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	1,010.4	1,191.3	1,191.3
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	4,064.8	4,694.8	5,513.5
Funding Sources:			
1002 Federal Receipts	2,592.4	3,213.9	3,474.9
1003 General Fund Match	1,270.3	1,304.0	1,328.2
1004 General Fund Receipts	159.1	176.9	260.3
1007 Inter-Agency Receipts	21.1	0.0	0.0
1053 Investment Loss Trust Fund	21.9	0.0	0.0
1061 Capital Improvement Project Receipts	0.0	0.0	450.1
Funding Totals	4,064.8	4,694.8	5,513.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Federal Receipts	51010	2,592.4	3,213.9	3,213.9	3,474.9	3,474.9
Interagency Receipts	51015	21.1	0.0	0.0	0.0	0.0
Capital Improvement Project Receipts	51200	0.0	0.0	0.0	450.1	450.1
Restricted Total		2,613.5	3,213.9	3,213.9	3,925.0	3,925.0
Total Estimated Revenues		2,613.5	3,213.9	3,213.9	3,925.0	3,925.0

Governmental Coordination**Proposed Changes in Levels of Service for FY2003**

No service changes.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,480.9	3,213.9	0.0	4,694.8
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	26.9	13.7	2.8	43.4
-Fund Change to correspond with FY2002 Supplemental Budget Proposal	0.0	-100.0	100.0	0.0
-Year 3 Labor Costs Fund Source Change	1.3	-2.7	1.4	0.0
Proposed budget increases:				
-Continue Oil & Gas Consistency Review Position	79.4	0.0	0.0	79.4
-Add Coastal Impact Assistance Program Project Positions	0.0	0.0	272.1	272.1
-Add CIP Receipts for the Gas Pipeline Office Position	0.0	0.0	73.8	73.8
-Increase Federal Authority for Coastal Programs	0.0	350.0	0.0	350.0
FY2003 Governor	1,588.5	3,474.9	450.1	5,513.5

Governmental Coordination**Personal Services Information**

Authorized Positions		Personal Services Costs		
	FY2002	FY2003		
	Authorized	Governor		
Full-time	26	34	Annual Salaries	1,784,157
Part-time	0	0	COLA	63,658
Nonpermanent	3	2	Premium Pay	0
			Annual Benefits	600,695
			<i>Less 3.10% Vacancy Factor</i>	(75,810)
			Lump Sum Premium Pay	0
Totals	29	36	Total Personal Services	2,372,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Acwa Program Coordinator	0	0	1	0	1
Administrative Assistant	0	0	1	0	1
Administrative Coordinator	0	0	1	0	1
Administrative Coordinator II	1	0	0	0	1
Administrative Officer	0	0	1	0	1
Administrative Support Spec	0	0	1	0	1
Coastal Program Assistant	0	0	1	0	1
Coastal Program Coordinator	0	0	1	0	1
Coastal Program Info Officer	0	0	1	0	1
Coastal Program Supervisor	0	0	1	0	1
Dist Program Coordinator II	0	0	1	0	1
Dist Program Coordinator III	1	0	2	0	3
Division Director	0	0	1	0	1
Information System Specialist	0	0	1	0	1
Information Systems Analyst	0	0	1	0	1
Project Analyst	1	0	4	0	5
Project Assistant	0	0	1	0	1
Project Review Assistant	1	0	1	0	2
Project Review Coordinator	6	0	2	0	8
Project Review Supervisor	0	0	1	0	1
Research Analyst	0	0	1	0	1
Student Intern	0	0	1	0	1
Totals	10	0	26	0	36

BRU/Component: Elections

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

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Component Mission

To conduct impartial, secure and accurate elections, and to ensure that all eligible Alaskans are provided a convenient opportunity to register and/or update their voter registration record, and vote. The division also plans and conducts statewide primary and general elections efficiently and accurately, while encouraging high voter participation.

Component Services Provided

- Oversee voter registration, maintain the voter registration list; plan and conduct elections across the state.
- Prepare and conduct two statewide elections during even numbered years. Conduct regional elections each year to elect board members in 19 REAA school districts and four Coastal Resource Service Areas. Conduct local liquor option elections, incorporation elections, dissolution elections, recall elections, and consolidation elections whenever they are called.
- Oversee the initiative petition process including signature verification and work with the petition sponsors from the time the initiative is proposed until it is either certified for placement on the ballot, or rejected for lack of sufficient signatures.

Component Goals and Strategies

Increase the efficiency and convenience of the electoral process:

- Replace and upgrade old polling place equipment and supplies
- Review all forms, policies, and procedures and seek ways to streamline and improve the process
- Improve voter understanding of election issues through internet and web access to information
- Seek legislative approval to add additional workers to process absentee and questioned ballots

Election management software:

- Research available software
- Study the feasibility of replacing VREMS

Improve accuracy of the voter registration list:

- Conduct annual list maintenance
- Work with other states to assure that the division is notified when an Alaskan registration is canceled in another state
- Coordinate with other agencies to maintain compliance with the National Voter Registration Act (NVRA)
- Lower the number of undeliverable mail by performing address clean up according to the US Post Office's "Correct Addressing Standards"

Plan and prepare for the 2002 Primary and General elections:

- Review forms, policies and procedures to incorporate new primary rules
- Recruit, train and prepare election workers for the elections
- Work with the media and internet providers to post election results on the internet

Encourage higher voter participation:

- Remain involved in community outreach programs such as Kids Voting
- Continue to develop voter awareness programs

Prepare the groundwork for implementing changes due to reapportionment:

- Evaluate the changes to election districts and precinct boundaries
- Plan and prepare for work pending the conclusion of all litigation
- Address ADA issues with the change of polling places
- Place all voters in their new precinct and district when plan is final

Initiative petitions:

- Verify signatures on 6 potential initiative petitions for possible placement on the 2002 general ballot.

Key Component Issues for FY2002 – 2003

- The division is faced with the ongoing difficulty of managing and maintaining our current voter registration system (VREMS) to assure that the 16-year-old system will be able to handle the year 2001 reapportionment of voters, the processing of initiative petition signatures and the increasing voter registration demands. The division will research options for upgrading the VREMS database to a more user and programming friendly system.
- The recruitment of election workers becomes increasingly difficult each year. During the primary and general elections, an estimated 2,500 workers will be recruited. The level of compensation, the need to take time off work to be trained and to serve, and the nature of the tasks make voters less willing to serve. The division strives to make the training worthwhile, the materials interesting and easy to read, and the election workers feel appreciated. In spite of this, there are precincts in which election workers can not be found. When this happens, the division can close the polling place and provide an absentee voting official in the community. Rather than continue this practice, the division will continue to research how other jurisdictions recruit and keep election workers.
- In October, five regional educational attendance area elections were entirely and successfully conducted as By-Mail elections. The division remains interested in conducting all annual regional educational attendance area (REAA) and coastal resource service area (CRSA) elections as By-Mail elections. By-Mail elections are beneficial because all registered voters in the impacted regions are mailed ballots, encouraging higher participation. It is difficult to recruit election boards for the REAA and CRSA elections, and with By-Mail voting, local election boards are not required. The division will continue to seek legislative approval for by-mail elections.

Reapportionment

- The division will be reviewing the impact that the new population numbers gathered from the 2000 census will have on division costs as well as the possible addition of new precincts. The extra work required for reapportionment will be taking place around the same time as the preparation begins for the 2002 primary and general elections.

The division must:

- Recruit additional temporary staff to perform the added functions of reapportionment.
- Designate new precinct boundaries and legal descriptions.
- Reassign voters to the new precincts. This is a huge task using the existing VREMS functions. Each geographical information file must be reassigned to the correct precinct.
- Contact voters who do not have sufficient address information to determine a new precinct boundary.
- Prepare new maps for the precinct boundaries. Software to produce maps, or a contract with another agency, will need to be procured for the division to obtain precinct maps.
- Issue new voter ID cards for all voters transferred from one district/precinct to another.
- Upgrade computers to handle the additional work that will be necessary for reapportionment.
- Address ADA issues with the change of polling places.

Major Component Accomplishments in 2001

- Successfully conducted two large consolidation elections in 2001: the Ketchikan consolidation in July and the Fairbanks consolidation in August. Both elections were conducted by mail.
- Tested, thoroughly reviewed, and updated the mainframe based voter registration and election management system (VREMS) to prepare for reapportionment duties. Numerous enhancements and modifications were made to the system to allow the division to perform the necessary work to assign Alaskan voters to their new precincts. Some reapportionment work has been delayed due to pending litigation.
- Purchased and tested GIS mapping software for use in working with the Redistricting Board's files. Division staff received training in the new GIS software.
- Conducted the third annual list maintenance effort since passage of the National Voter Registration Act in 1995. List maintenance allows the division to inactivate voters from our master registration list. As a result of the effort, over 33,000 voters were moved to inactive status.
- Conducted major revisions of division forms and policies and procedures.
- Conducted and certified 19 REAA elections, four CRSA elections, one runoff election and four special elections.

Statutory and Regulatory Authority

AS 15 Alaska Election Code; AS 16 REAA School Boards; AS 29 Municipal Code; AS 04 Local Liquor Options; AS 46

Coastal Mgnmt Program; 6AAC 01-6 AAC 28 Election Regulations; 6 AAC 101-6 AAC 160 Precinct Descriptions.

Elections

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,561.6	1,750.7	1,444.5
72000 Travel	60.7	77.9	65.4
73000 Contractual	2,223.5	1,260.9	661.6
74000 Supplies	65.1	61.9	43.8
75000 Equipment	21.4	62.4	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	3,932.3	3,213.8	2,215.3
Funding Sources:			
1004 General Fund Receipts	3,932.3	3,213.8	2,215.3
Funding Totals	3,932.3	3,213.8	2,215.3

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<u>Unrestricted Revenues</u>						
Unrestricted Fund	68515	35.6	21.0	21.0	36.0	21.0
Unrestricted Total		35.6	21.0	21.0	36.0	21.0
<u>Restricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Restricted Total		0.0	0.0	0.0	0.0	0.0
Total Estimated Revenues		35.6	21.0	21.0	36.0	21.0

Elections

Proposed Changes in Levels of Service for FY2003

No service changes.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	3,213.8	0.0	0.0	3,213.8
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	43.3	0.0	0.0	43.3
-Delete Reapportionment Funding, Sec 20 CH60 SLA2001 PG56 L11	-947.4	0.0	0.0	-947.4
-Delete Ketchikan Consolidation Election, Sec 36(a) CH61 SLA2001 PG87 L3	-29.3	0.0	0.0	-29.3
-Delete Fairbanks Consolidation Election, Sec 36(b) CH61 SLA2001 PG87 L7	-175.1	0.0	0.0	-175.1
Proposed budget increases:				
-Increased Funding for Voter Registration Election Management System (VREMS) Maintenance	80.0	0.0	0.0	80.0
-Develop Interactive Polling Place Website	30.0	0.0	0.0	30.0
FY2003 Governor	2,215.3	0.0	0.0	2,215.3

Elections

Personal Services Information

Authorized Positions		Personal Services Costs		
	<u>FY2002</u>	<u>FY2003</u>		
	<u>Authorized</u>	<u>Governor</u>		
Full-time	22	22	Annual Salaries	1,048,180
Part-time	1	1	COLA	37,888
Nonpermanent	27	13	Premium Pay	18,296
			Annual Benefits	371,484
			<i>Less 2.12% Vacancy Factor</i>	(31,348)
			Lump Sum Premium Pay	0
Totals	50	36	Total Personal Services	1,444,500

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Division Director	0	0	1	0	1
Election Admin Officer	0	0	1	0	1
Election Administrative Asst	2	1	3	0	6
Election Clerk II	6	3	6	2	17
Election Clerk III	1	1	0	1	3
Election Coordinator	0	0	1	0	1
Election Program Specialist	0	0	1	0	1
Election Project Coordinator	0	0	1	0	1
Election Supervisor	1	1	1	1	4
Election Technician	0	0	1	0	1
Totals	10	6	16	4	36